

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL		1. Agency Position No. NL11830	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (ICR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 3 - Critical Sensitive		13. Competitive Level Code 1358		14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	PROJECT DIRECTOR	GS	301	13		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY (DA)		c. Third Subdivision PROJECT MANAGER, COMBINED ARMS TAC TRAINERS	
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)		d. Fourth Subdivision	
b. Second Subdivision SIMULATION, INSTRUMENTATION & TRAINING CMD		e. Fifth Subdivision	

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
DONALD JONES
DPM, ACTT

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
PATRICK G. SPANGLER
DPM, CATT

Signature _____ Date 3/17/00

Signature _____ Date 3/17/00

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
US OPM PCS FOR MISCELLANEOUS ADMINISTRATION & PROGRAM SERIES, GS-301 ; US OPM PCS FOR ADMINISTRATIVE ANALYSIS GRADE EVALUATION GUIDE, TS-98, DATED AUG 90.

Typed Name and Title of Official Taking Action
JAMES B. GODWIN, CHIEF OF STAFF

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
POSITION IS AT THE FULL PERFORMANCE LEVEL.

BUS:7777

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-95)
U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

AIR & COMMAND TACTICAL TRAINERS (ACTT) /
SPECIAL OPERATIONS FORCES TRAINING SYSTEMS (STS)

INTRODUCTION

Incumbent serves as a Senior Project Director (PD) with overall responsibility for managing the development, production and fielding of assigned ACTT PMO/STS acquisition projects. Typically, these projects are crucial to the United States Special Operations Command (USSOCOM) in terms of overcoming a defined training deficiency through the application of simulation technology and the acquisition of training aids, devices, simulators, and simulations (TADSS) which will provide realistic and effective training to Special Operations personnel. The projects typically employ state-of-the-art computer systems, visual systems, and other specialized equipment that utilizes complex simulation software to provide the required training. The projects may entail extensive research and development for sophisticated and complex systems such as a high fidelity weapon system/tactical environment simulator or trainers of a lesser complexity such as part task procedure trainers. Management responsibilities include planning, directing and controlling the design, development, fabrication, test, evaluation, and fielding of assigned projects. Incumbent must possess in-depth knowledge of all functional activities required for effective management of assigned projects, together with extensive managerial capabilities to accomplish his/her duties.

MAJOR DUTIES

1. Incumbent exercises centralized authority and control over all project resources. He/she establishes a project team of professional and technical specialists typically consisting of engineers, a contract specialist, a logistics management specialist and other matrix support specialists, supporting agency, or contractor personnel as required. He/she plans, directs, organizes, reviews, approves, coordinates, and controls the efforts of engineering, technical and support personnel from STRICOM, the Naval Air Warfare Center-Training Systems Division, other external support agencies and contractors so that the assigned acquisition project(s) are consistent with cost, schedule and performance requirements. Serves as the final point of authority to all team members, contractors, and other participants on assigned project(s). Maintains sole

responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis, i.e., employing contractor proposed new approaches which may significantly enhance performance but entail additional unplanned funding. He/she provides information concerning project team members work performance for inputs to the matrix team member's Total Army Performance Evaluation System (TAPES) evaluation or applicable appraisal system. He/she maintains close coordination at all times with the designated user representatives and assures that they participate in all decisions involving adjustments to schedule or technical performance. 30%

2. Incumbent develops a project acquisition strategy which is based upon a comprehensive analysis of the training requirements and which covers the project from initiation through the development, production, testing, and fielding phases. He/she applies a working knowledge of all functional areas involved in the development of the schedule to assure the integration and completion of all project elements. He/she coordinates project requirements such as design, funding, integrated logistics support, reliability, availability, and maintainability and along with matrix team members translates these requirements into discrete, attainable objectives which are scheduled to support successful achievement of the project's cost, schedule, and performance objectives. 25%

3. Incumbent plans, schedules, and is responsible for the preparation of all necessary project documentation for in process reviews, or periodic project progress reviews on assigned projects. He/she assists the chairman in conducting all formal in-process/milestone reviews wherein superiors and/or external organizations scrutinize the status of the project and make decisions such as entry into development, continue or discontinue the project, significant changes to the technical baseline, or entry into production. He/she is responsible for maintaining the current project status of assigned projects in the appropriate STRICOM management information system (MIS) application. He/she keeps Assistant Product Manager Special Operations Forces Training Systems (APM STS), Product Manager Air & Command Tactical Trainers (PM ACTT), Project Manager Combined Arms Tactical Trainers (PM ACTT), and Commander STRICOM appropriately informed of project status by means of quarterly reviews, staff notes, or impromptu status reports. 20%

- Incumbent must possess skill in program management in order to effectively manage assigned acquisition project(s) within cost, schedule, and performance parameters.
- Incumbent must possess skill in problem identification and resolution via the use of analysis techniques/reasoning in order to recognize problems and quickly resolve them to maintain cost, schedule, and performance of assigned project(s).
- Incumbent must possess skill in the organization and leadership of multi-disciplined acquisition team(s) using the matrix management organization in order to manage a project team of professional and technical specialists typically consisting of engineers, a contract specialist, a logistics management specialist and other matrix support specialists, supporting agency, or contractor personnel as required.
- Incumbent must possess skill in both oral and written communications in order to coordinate project requirements with team members, to prepare various written documentation throughout the acquisition cycle and to provide effective program status briefings as necessary.
- Incumbent must have knowledge of and experience with TADSS or other complex weapon systems in order to have an understanding of complex systems and effectively manage the assigned acquisition project(s).
- Incumbent must be familiar with USSOCOM's mission, all USSOCOM subordinate commands, and their associated missions in order to effectively communicate project requirements, issues, and execution with the customer.

FACTOR 2 - SUPERVISORY CONTROLS

General supervision is provided by assigned supervisor who: (1) assigns projects, identifying goals to be achieved; and (2) relies upon the incumbent to plan, forecast, schedule, and execute the actions necessary to achieve project objectives. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all essential project elements consistent with the project plan. Work is reviewed for accomplishment of milestones, ability to stay within funding limitations, and adequacy of the end project.

FACTOR 3 - GUIDELINES

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FACTOR 3 - GUIDELINES

Guidelines consist of Federal, DoD, and Army regulations/policies pertaining to materiel acquisition. As a specialist in program planning and management, the incumbent exercises judgement and discretion in interpreting and applying existing regulations/policies; develops guidance for use by others pertaining to the specific acquisition; and participate in the review and update of acquisition regulations/policies to meet the changing materiel acquisition environment.

FACTOR 4 - COMPLEXITY

The assignment is characterized by highly technical procurement projects, some costing in excess of \$20 million Research, Development, Test, and Evaluation (RDTE) and/or \$20 million in procurement funding. Since many projects have high level USSOCOM, Office of the Secretary of Defense (OSD), and even congressional interest, program management is often raised to the same level. The incumbent leads acquisition teams comprised of various technical disciplines and develops TADSS of high dollar value.

FACTOR 5 - SCOPE AND EFFECT

The employee serves as a Project Director with complete responsibility for the acquisition of assigned USSOCOM TADSS. The TADSS will have a significant effect on training and readiness of both the active and reserve components.

FACTOR 6 - PERSONAL CONTACTS

Regular and recurring contacts include officials within USSOCOM, DoD, STRICOM, and contractors. Contacts are made telephonically, person-to-person in unstructured settings, and in formal meetings and presentations.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are for the purposes of coordinating requirements, information transfer, decision briefing/coordination and execution of assigned TADSS acquisitions.

FACTOR 8 - PHYSICAL DEMANDS

Work is primarily sedentary.

FACTOR 9 - WORK ENVIRONMENT

Work is performed in an office environment.

Special Requirements:

Incumbent must be able to obtain and retain a top-secret security clearance.

Incumbent is subject to drug testing.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11830

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."